

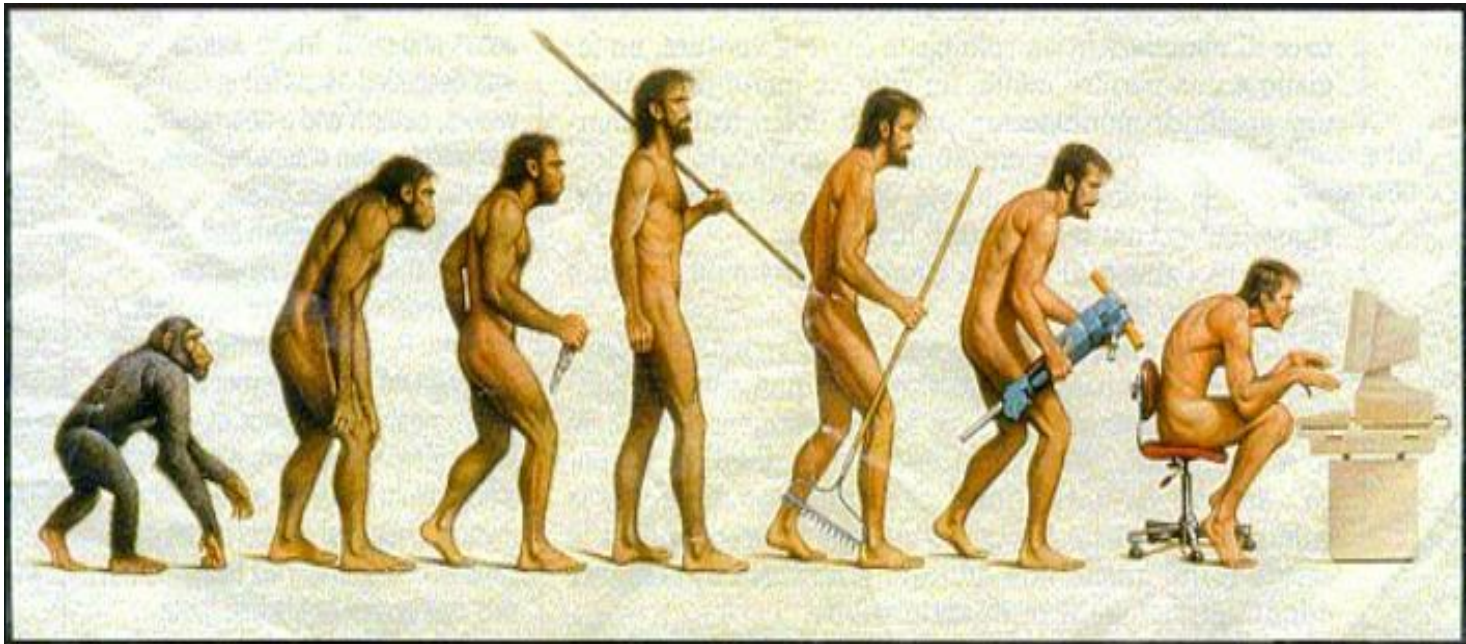
Payroll Reporting

SAPA September 2013

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Somewhere, something went terribly wrong

Overview

1. Value lies in collective feedback
 - Principles
 - Examples
 - Survey
 - Sharing of results
 2. Trends
 3. Repositioning
- 

Level 1 (Finance / Admin)

- Pay on time
- Employees' tax compliance (employees & contractors) - including compulsory information
- Dummy payslips
- Miscellaneous guidance on tax rules
- Update on tax changes and impact on business
- Payment of benefit funds and basic employee communication thereon

Level 2 (Reward Support)

- Package Structuring
 - Align employee remuneration with personal financial requirements
 - Travel allowance planning & compliance
 - Modelling around employment offers & increases
- Modelling around increases
- Trusted advisor to reward / trustees / employee communication

Payslip Overview

- Income (cash)


Less

- Deductions


=

- Take Home

Payslip Overview (cont.)

- Year to Date Information
 - Tax Calculation
 - Total Package Amounts
 - Contributions to Funds
- 

Business Case for Payroll Outsource


- 10 years: less than 100 employees
 - 5 years: less than 350
 - Seen outsource of payrolls up to 750
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Reasons for Outsource


1. Admin
2. Overhead
3. Risk
4. Technology



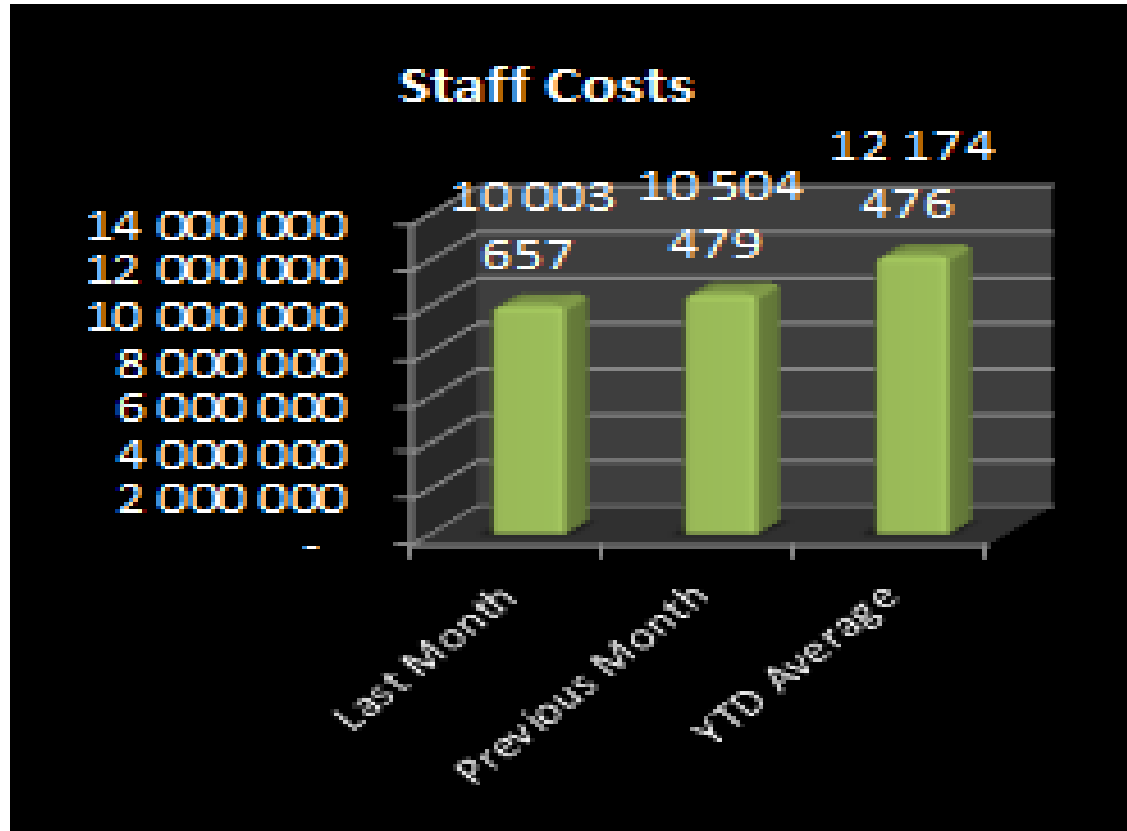
Next Level (Strategic)

- Custodian of information
 - Business reporting
 - Education / Planning / Modelling
 - Business decisions must be made on your information –
 - What does the business need
 - What type of decisions can be informed by payroll information
- 

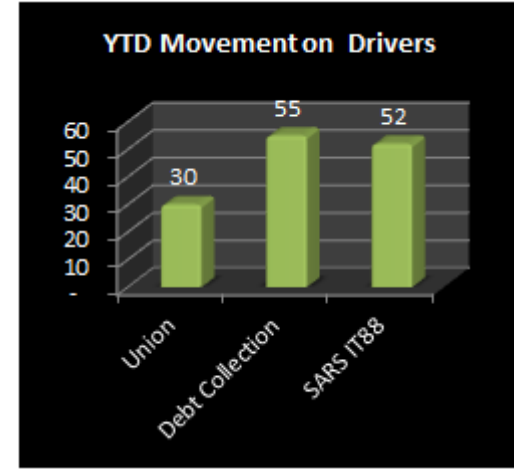
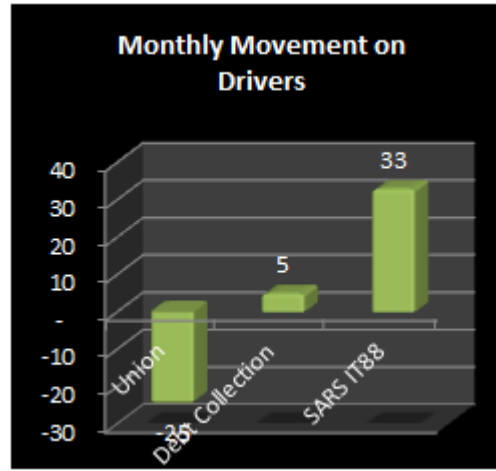
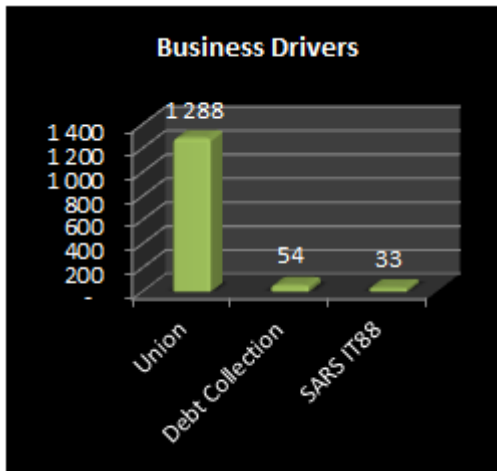
Business Case

- Attraction & Retention
 - Make informed business decisions (rate per hour / profitability of section)
 - Strategic Objectives (BEE, overhead control, employee wellness)
 - Best possible pay structures for employees
 - Employer – best possible return on investment
 - Ask the business – they tend to tell you.
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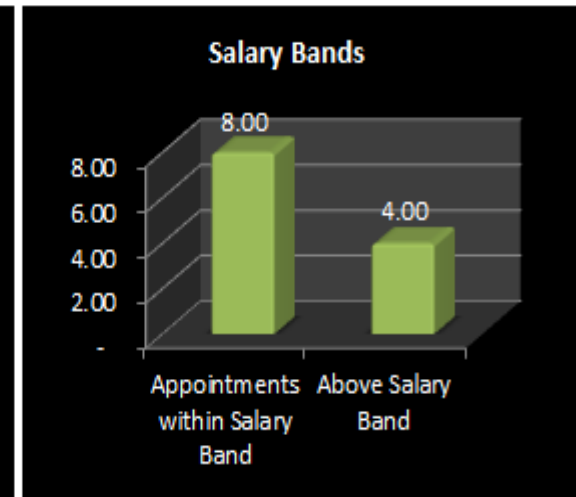
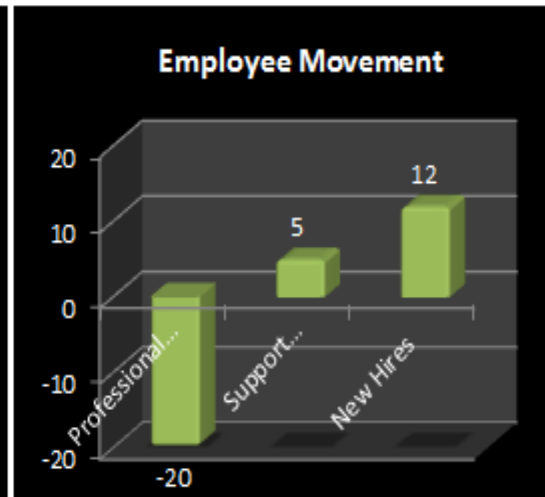
Overall Reporting



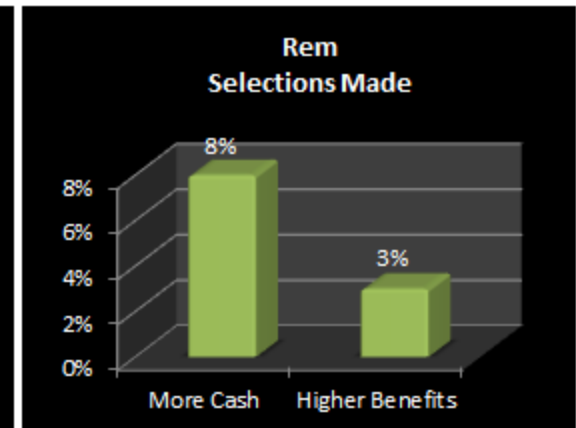
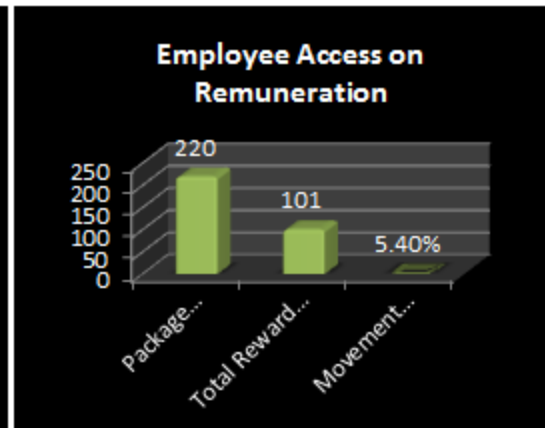
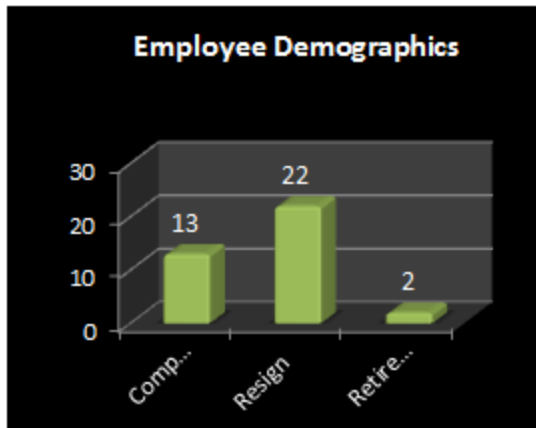
Business Drivers



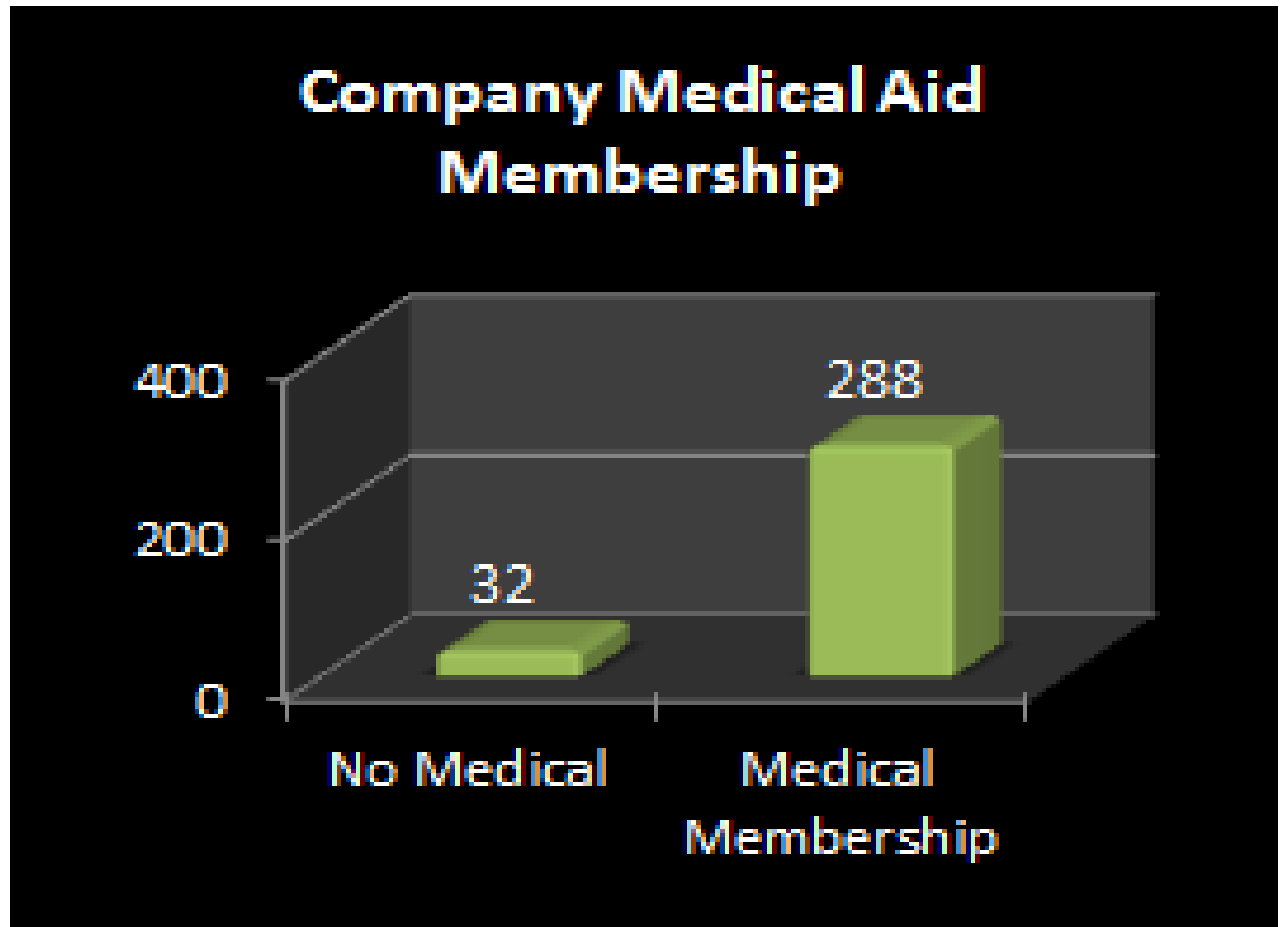
Employee Movement



Continue

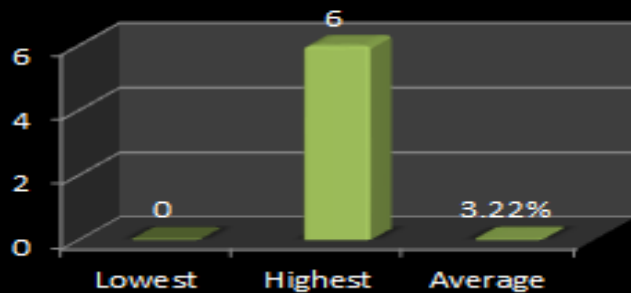


Medical Aid

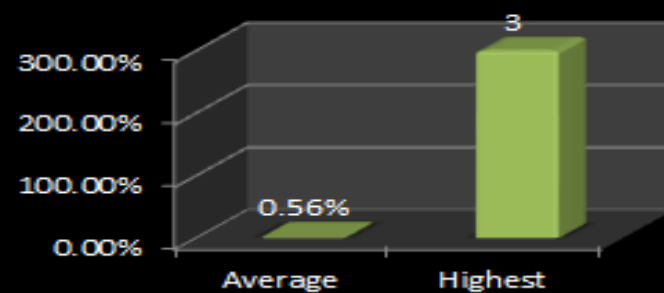


Medical Aid

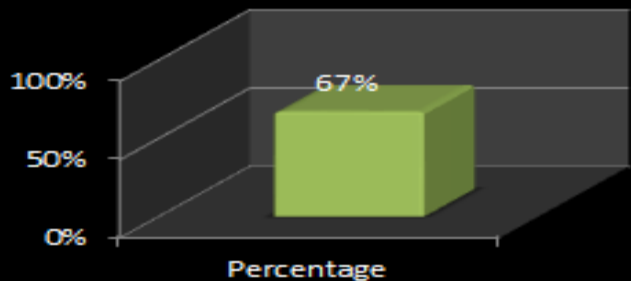
Number of Dependents on Medical Aid



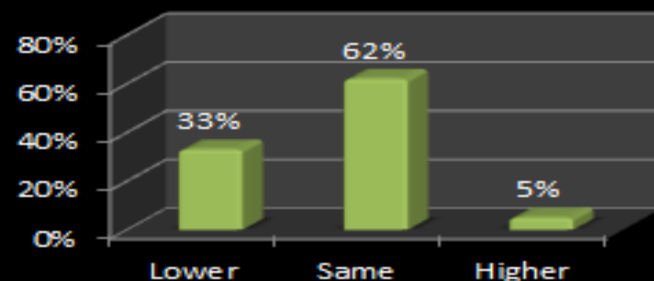
Number of adult dependents on the Medical Aid



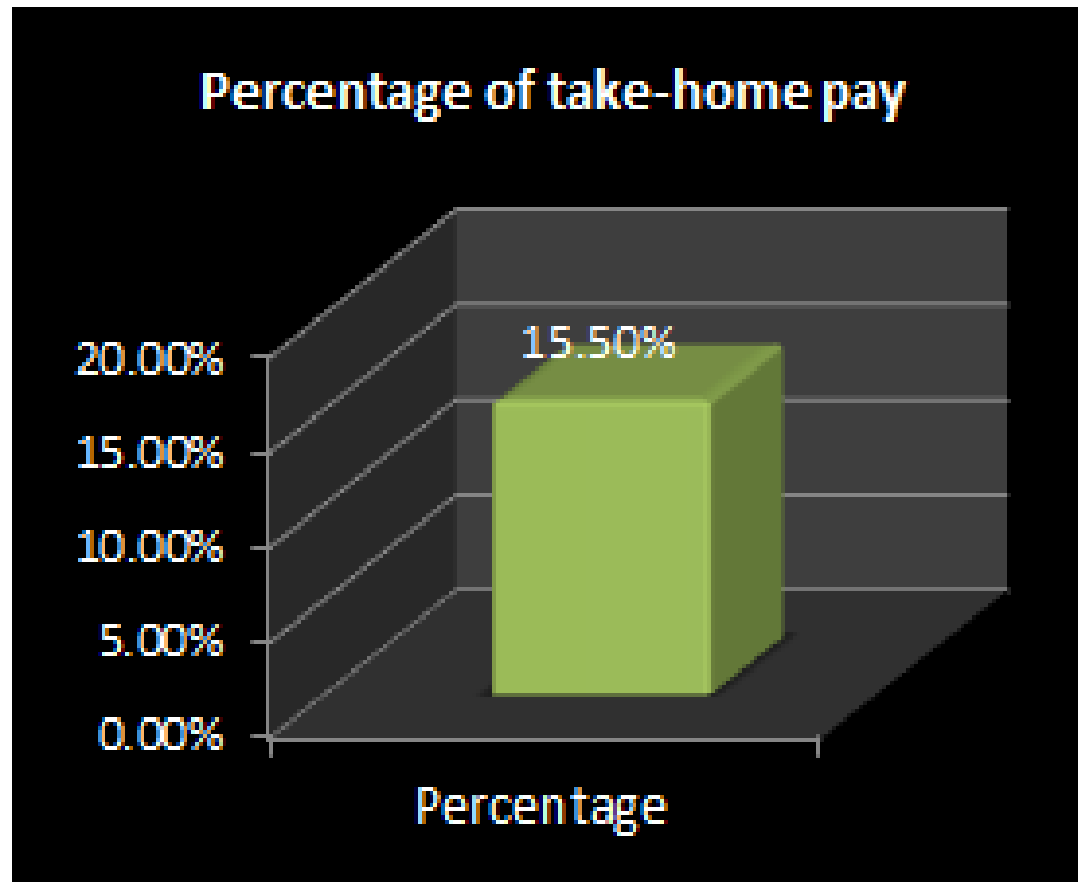
Percentage of employees on Vitality



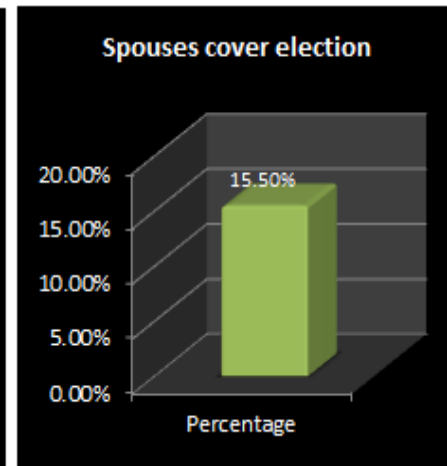
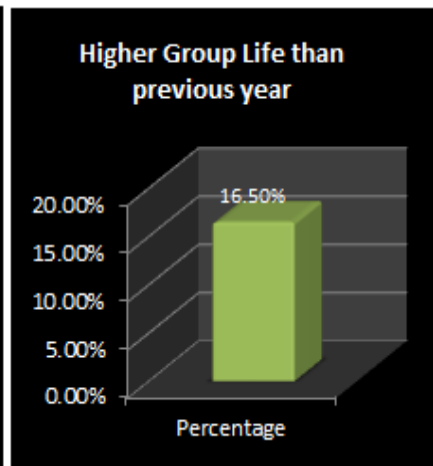
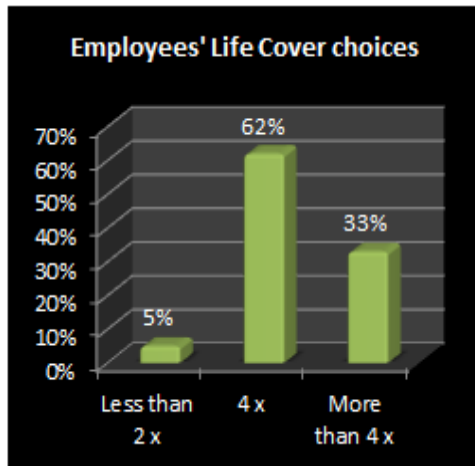
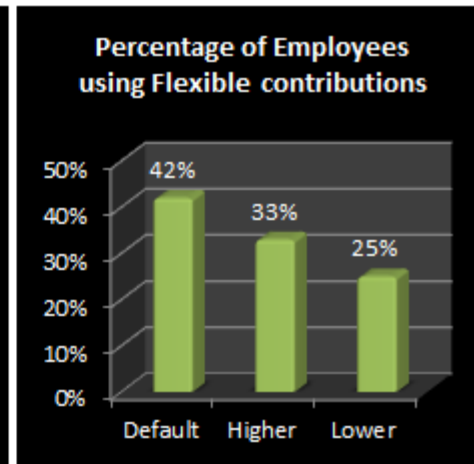
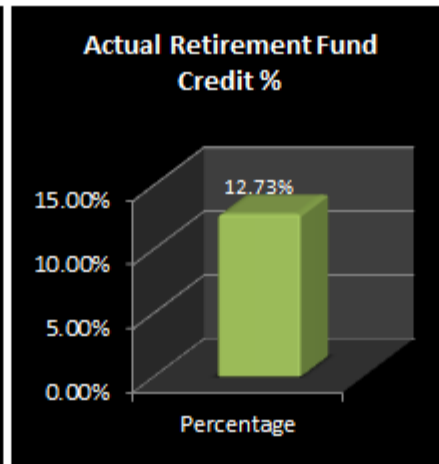
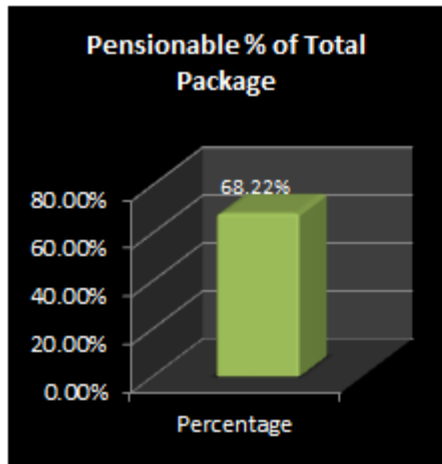
Medical Aid movement from previous year



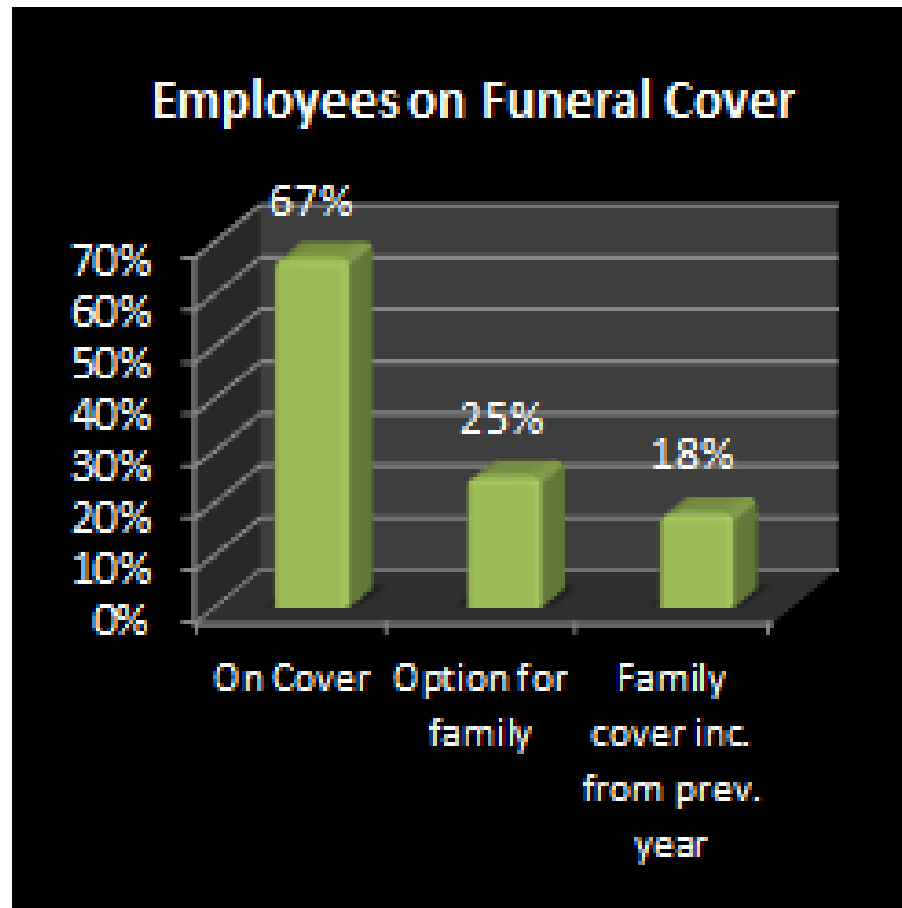
Take Home / Medical Aid



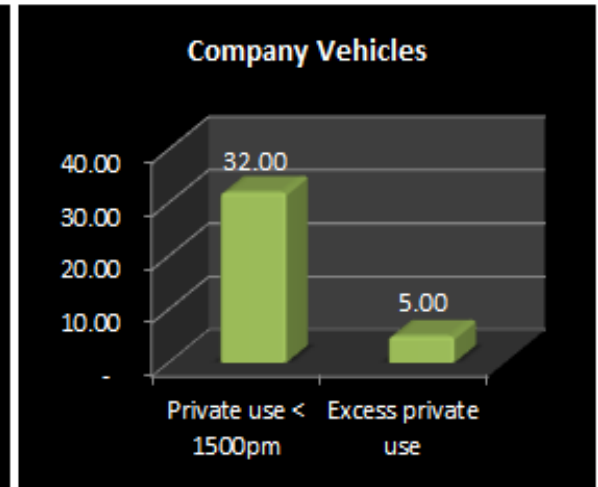
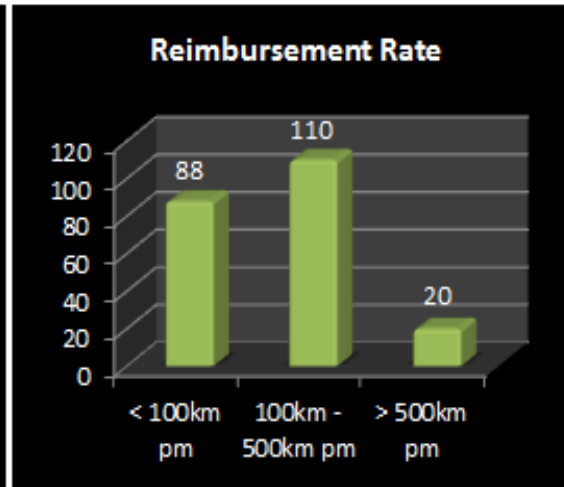
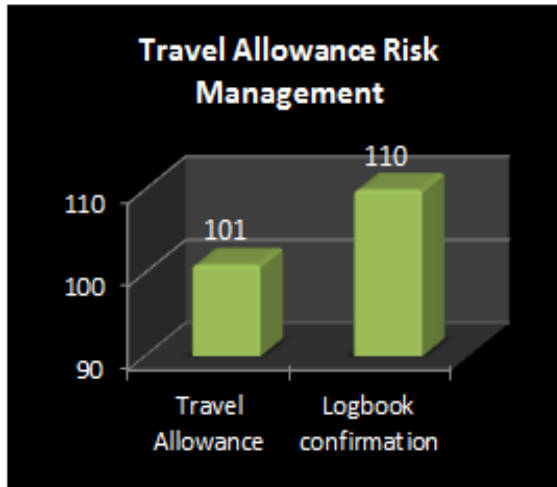
Retirement Fund



Retirement Fund

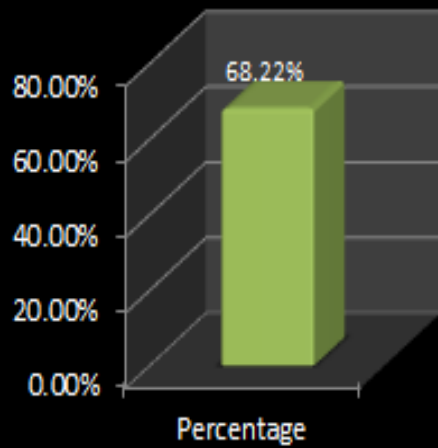


Employee Travel

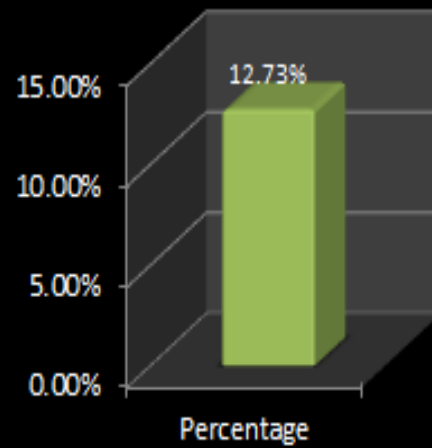


13th Cheque

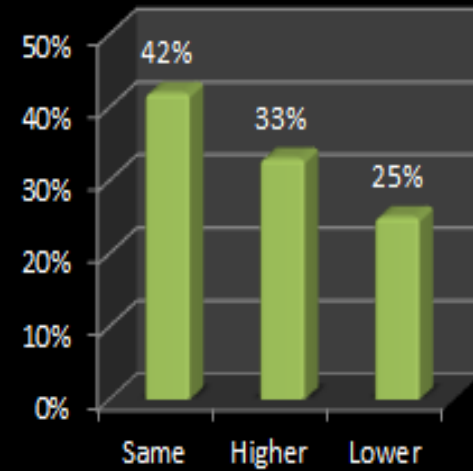
13th Cheque Selected




13th Cheque Taxable




13th Cheque Selections



Process

- Export of information to CSV
 - Excel design and testing
 - Web-based for viewing / tracking
- 

Keep in Mind

- Start Small but use religiously
 - Business will tell you what they need
 - Act strategically
- 

Example Forms and Information

Group Ideas & Survey

Marketing

- South African Reward Association “Intern Training” 01 & 02 October 2013 – Old Mutual

Closing